



Kesgrave Town Council

Clerk: Mrs Joanna Abbott

Ferguson Way, Kesgrave, Suffolk IP5 2FZ

Tel: 01473 625179 Email: enquiry@kesgravetowncouncil.gov.uk

Annual Town Council Meeting, Monday 11 May 2026 at 7.15pm

Dear Councillors

Notice of Meeting

You are summoned to attend the Annual Town Council meeting which will take place on Monday 11 May 2026 at 7.15pm in the **Council Chamber, Town Council Office**.

Yours sincerely

J Abbott

Joanna Abbott
Town Clerk
6 May 2026

AGENDA

1. **Election of Chairman and Declaration of Acceptance of Office** – to agree and complete.
2. **Election of Vice Chairman and Declaration of Acceptance of Office** – to agree and complete.
3. **Welcome and Apologies for Absence** – welcome and to receive and accept any apologies for absence.
4. **Declarations of Interest** –
 - a. To receive, any interests, (these can be made at any point during the meeting).
 - b. Reminder to all Councillors to check and update 'register of interest' via the ESC website
5. **Appointment of Committee Members** –
 - a. Planning & Development (to agree).
 - b. Community & Recreation (to agree).
 - c. Finance & Governance (to agree).
6. **Appointment of Council Representatives** – to receive, consider and agree (copy attached).
7. **Minutes of the Full Town Council meeting** held on the 30 March 2026 – to receive, consider and agree (copy attached).
8. **Chairman's Communication** – to note.
9. **Clerks/Officer Report/Update** – to note any matters arising and updates following on from the last meeting, not dealt with under any other agenda item.
10. **Members of the Public** – to welcome members of the public who may wish to speak or ask any questions.
11. **County and District Councillor Reports** – to receive and note.
12. **Finance & Governance** –
 - a. Schedule of Accounts –
 - List of Payments for the period 01/03/2026 to 31/03/2026 – to consider and approve (details attached).
 - List of Receipts for the period 01/03/2026 to 31/03/2026 – to consider and approve (details attached).
 - b. Draft Risk Register 2026/27 – to receive, consider and agree (paper attached).
 - c. Draft KTC Data Protection Policy (Use of CCTV) – to consider and approve (paper attached).
13. **Planning & Development** –
 - a. Committee meeting minutes 30 March 2026 and 13 April 2026 - to note (copy attached).
14. **Community & Recreation** –
 - a. Pump Track Project – to receive an update.
 - b. ESC Land Adoption – to receive an update from the Clerk.
 - c. Oak Meadow Play Area Improvements – to receive, consider and agree (paper attached).
15. **Local Council Award Scheme**, Councillor/Staff training record – to receive an update.
16. **Community Engagement** – to receive, consider and agree (paper attached).
17. **Town Award and Recognition Scheme** – to receive, consider and agree proposal for 2027 Awards (paper attached).
18. **Devolution/Local Government Reorganisation (LGR)** – to receive any update from the Clerk.
19. **Other/Urgent Communications** – to receive and consider any other matters of sufficient urgency and importance that the Chairman will allow for discussion. (To be notified to the office by 12 noon on the day of the meeting).
20. **Date of Next Meeting** – Full Town Council Meeting, held at the Town Council Office Monday 29 June 2026 at 7.15pm.
21. **Agenda Items for Next Meeting** – to consider any matters that members would like to discuss at the next meeting.
22. **Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960** – to consider and agree.
23. **Confidential Minutes** –
 - a. Town Council meeting held on 30 March 2026 (copy attached). To receive, consider and agree.

24. **Public Open Space and Land Ownership –**
 - a. Long Stroops and associated privately owned and managed areas – to receive an update.